

EXHIBITOR CONFIRMATION

Saturday, February 8
10 a.m.-1 p.m.

Batchelor Middle School, 900 W. Gordon Pike



On behalf of the City of Bloomington Parks and Recreation and Community and Family Resource Departments, we thank you for registering for the 2014 Children's Expo. This year's theme is ***Call of the Wild*** where we invite you to actively participate by decorating your booth accordingly. To get your creativity started, think safari, animal prints, mosquito netting, bamboo, binoculars, and orange, red, green and khaki color pallet. If you have any questions please feel free to call Amy Shrake at 349-3747.

Set up/Check-in:

There are two opportunities to set up your booth—Friday, February 7 from 5-7 p.m. or Saturday, February 8 from 7:30-9:30 a.m. All booths must be set up and ready to go by 9:30 a.m. on Saturday. Please check in upon arrival to Children's Expo to receive your booth assignment and other important event information. Two chairs and a skirted 6' table are provided. There will be a map at the exhibitor check-in as you enter Batchelor Middle School showing your location and tables will be marked with table tents.

Tear down:

Tear down begins after 1 p.m. **Do not** tear down your booth before the conclusion of the event. It is important that all participants have the same opportunities and experiences. Please leave all table skirting on the tables to be removed by event volunteers.

Activities for children:

We are relying on our exhibitors to offer a craft, game, or some other type of engaging activity for children at their booths. Not only will this provide a fun atmosphere for the children and their families, but it will also draw participants to your booth so you can better promote your products and services. Please feel free to use the space in front of and/or to one side of your table for your activity area, but be considerate of your neighbor and do not obstruct access to their booths. We anticipate full capacity! If you need ideas for an activity, please contact Amy. Plan for approximately 250 children.

Give Aways and Door Prizes:

If offering a snack, be mindful this a health fair. Feedback received from parents, indicate they prefer something other than candy offered to their children. If you are offering a door prize, we recommend facilitating your own drawing by distributing tickets at your table and contacting the winner on your own.

Hospitality:

A healthy snack and beverage will be placed at your table upon arrival. Once set up, coffee will also be available. If you require something more substantial, plan to pack and bring it with you.

Unloading/parking:

The parking lot on the west side boarder of the building provides easy access to the exhibitor drop off area. Upon arrival, go to the small parking lot closest to the building, where Expo staff will help you unload your display materials at door 2C and deliver them to your exhibit table. To streamline the unloading process, please have your display items in boxes for easy transport. You and additional staff from your organization should plan to park in the larger lot away from the building. Thank you in advance for saving close parking spots for our family visitors

